District 08-04	December 14, 2011	Department of General Services	Certificate of 19
Court	Date	Records Management Division 7275 Waterloo Road (Rte. 175)	51469-2203
Baltimore County -	Γowson	P.O. Box 275	Forward three (3) copies
County		Jessup, Maryland 20794-0275	to address at left.

		Authoriz	ation				
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	Civil "A" Boxes	2219	Sec II	2004	390		Recycle
	Retain Dockets permanently		Item				/
	Strip & destroy eligible material inside Jackets only		2.				
	Closed in						

Closed in					
• •	by Maryland State Archives			Destruction Certifi	cation
1/10/2012	State Archivist	Signature	of Court Official	Title	Date
DGS 550-9 (Rev. 03/2010)	Instruction	s for Preparation and Submis	ssion on next page		

District 08-04	December 14, 2011	Department of General Services	Certificate 2 of 19
Court	Date	Records Management Division 7275 Waterloo Road (Rte. 175)	51469-2203
Baltimore County -	Гowson	P.O. Box 275	Forward three (3) copies
County	,	Jessup, Maryland 20794-0275	to address at left.

		Authoriz	ation				
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	Civil Rent Cases	2219	Sec II	2007			Shred Recycle
	Failure To Pay Rent Cases (Non-Money Judgments)		Item 2	January thru December			Recycle
	·						
	Towson Court				28		
•	Essex Court				18		
	Catonsville Court				17		
				Total -	63	+	
	Closed in 2007						

			''' '		
Closed in	2007				
Destruction Ap	proved by Maryland State Archives		Des	truction Certifica	tion
1/10/2012	Herrica Jacobson State Archivist				
Date	State Archivist	Signature of Court	Official	Title	Date

District 08-04	December 14, 2011	Department of General Services	Certificate 3 of 19
Court	Date	Records Management Division 7275 Waterloo Road (Rte. 175)	51469-2203
Baltimore County -	Towson	P.O. Box 275	Forward three (3) copies
County		Jessup, Maryland 20794-0275	to address at left.

		Authoriz	ation				
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	Civil Rent Cases	2219	Sec II	2008			Shred Recycle
	Failure To Pay Rent Cases (Non-Money Judgments)		Item 2	January thru December			Recycle
	Towson Court				29		
	Essex Court				19		
	Catonsville Court			Total	65		
	Closed in 2008			, , , ,			

		Total	65	
Closed in 2008				
Destruction Approved by Maryland State Archives		D	estruction Certifica	tion
1/10/2012 Ifwal Joseph Date State Archivist				
Date State Archivist	Signature of Court O	fficial	Title	Date
DGS 550-9 (Rev. 03/2010) Instructions	for Preparation and Submission on next	page		

Court District Court of Date 16 May 2011 Maryland for Baltimore County

County Baltimore County **Department of General Services**

Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275

Certificate 4 of 19

51469-2203

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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION Accession Number +

		Authoriz	ation	c		III.	
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
100 miles	Constable Transportation Reports (Time/Service) - DCA35	2219	Seet V Item 1c.	2008	26	19 Jan. 2012	Landfill

	Destruction Approved by Mary	yland State Archives		Destruction Cer	rtification_
7			Gary F. Cranford		JAN 1 9 2012
TI	1/10/2012 Flores Sta	te Archivist	Signature of Court official	Title	Date
	DGS 550-9 (Rev. 03/2010)	Instructions for	or Preparation and Submission Printered (Court Records	

District 08-04	December 14, 2011
Court	Date
Baltimore County -	Towson
County	

Department of General Services
Records Management Division
7275 Waterloo Road (Rte. 175)
P.O. Box 275
Jessup, Maryland 20794-0275

51469-2203

Certificate 5 of 19

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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

		Authoriz	zation				
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	Civil Constable Transportation/Time/Service	2219	Sec V.	2008	25		Shred
	Reports DCA 35		Item 1c	January thru December		Jan	Reycle
		-				2012	Cr.
				20			
		, a					340
		1					
	Closed in 2008						

Destruction App	proved by Maryland State Archives	Gary F. Crantord	Destruction Certification	
10/2012	Lever Jonenson		lane.	JAN 1 9 201
Date	State Archivist	Salignature of South Officiolist	Records Title	Date

DGS 550-9 (Rev. 03/2010)

Instructions for Preparation and Submission on next page

District 08-04	December 14, 2011	Department of General Services	Certificate 6 of 19
Court	Date	Records Management Division 7275 Waterloo Road (Rte. 175)	51469-2203
Baltimore County -	Towson	P.O. Box 275	Forward three (3) copies
County		Jessup, Maryland 20794-0275	to address at left.

	Authoriz	ation			,	
Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
Criminal Expungments	2219	Sec. IV	2008	48		Shred
		Item 2d, e	January thru December			
			-			
CI 1: 2008						
	Criminal Expungments	Description of Records (Same Title as listed on Schedule) Criminal Expungments 2219	Criminal Expungments 2219 Sec. IV Item 2d, e	Description of Records (Same Title as listed on Schedule) Retention Schedule No. litem No. linclusive Dates of Records Destroyed Z219 Sec. IV January thru December	Description of Records (Same Title as listed on Schedule) Retention Schedule No. Item No. Inclusive Dates of Records Destroyed Z219 Sec. IV January thru December As January thru December	Description of Records (Same Title as listed on Schedule) Retention Schedule No. Records Dates of Records Destroyed Cubic Feet Disposal Sec. IV January thru December

Closed in 2008			
Destruction Approved by Maryland State Archives		Destruction Certificat	tion
1/10/2012 Level Jacobs Bate State Archivist	Signature of Court Official	Title	Date
DGS 550-9 (Rev. 03/2010) Instructions for	Preparation and Submission on next page		

District 08-04	December 14, 2011	Department of General Services	Centificate 7 of 19
Court	Date	Records Management Division 7275 Waterloo Road (Rte. 175)	51469-2203
Baltimore County -	Towson	P.O. Box 275	Forward three (3) copies
County		Jessup, Maryland 20794-0275	to address at left.

		Authoriz	ation				
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	Criminal MTA Citations	2219	Sec. IV	2000	2		Recycle
	Strip & destroy eligible material inside jackets only	·	Item 2 a,b,c	January thru December			,
					:		
					:		
	Closed in <u>2000</u>						

			·					
	Closed in <u>2000</u>							
Destr	uction Approved by Maryland State Ar		-		Dest	ruction Cer	tification	
)/10/ Da	2012 Hours of gre te State Archivist	nfu	Signature o	of Court C	Official	Title		Date
DGS 550)-9 (Rev. 03/2010)	Instructions for Prepara	tion and Submis	sion on nex	t page			•

District 08-04	December 14, 2011	Department of General Services	Certificate 8 of 19
Court	Date	Records Management Division 7275 Waterloo Road (Rte. 175)	51469-2203
Baltimore County -	Towson	P.O. Box 275	Forward three (3) copies
County		Jessup, Maryland 20794-0275	to address at left.

		Authoriz	zation				
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	Criminal MTA Citations	2219	Sec. IV	2001	3		Recycle
	Strip & destroy eligible material inside jackets only		Item 2 a,b,c	January thru December			/
	Closed in 2001						

Closed in	2001							
Destruction App	proved by Maryland State A	rchives			Dest	ruction Cer	tification	
1/10/2012 Date	Lflored Comes	nfm	Signature	of Court Officia	al	Title		Date
DGS 550-9 (Rev. 03/2	2010)	Instructions for	Preparation and Submis	sion on next page				

District 08-04	December 14, 2011	Department of General Services	Certificate 9 of 19
Court	Date	Records Management Division 7275 Waterloo Road (Rte. 175)	<u>51469-2203</u>
Baltimore County -	Towson	P.O. Box 275	Forward three (3) copies
County		Jessup, Maryland 20794-0275	to address at left.

		Authoriz	ation				
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	Criminal DNR Citations	2219	Sec. IV	2000	3		Recycle
	Strip & destroy eligible material inside jackets only		Item 2 a,b,c	January thru December			
			_				
			-				
	Closed in 2000						

Closed in <u>2000</u>			-				
Destruction Approved by Maryland State Ar				Dest	ruction Cer	tification	
1/10/2012 Hours State Archivist	mpn _	Signature o	f Court O	Official	Title		Date
DGS 550-9 (Rev. 03/2010)	Instructions for Preparation	on and Submiss	ion on next	t page			

District 08-04	December 14, 2011	Department of General Services	Certificate 10 of 19
Court	Date	Records Management Division 7275 Waterloo Road (Rte. 175)	<u> 51469-2203</u>
Baltimore County -	Towson	P.O. Box 275	Forward three (3) copies
County		Jessup, Maryland 20794-0275	to address at left.

		Authoriz	ation				
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	Criminal DNR Citations	2219	Sec. IV	2001	3		Recycle
	Strip & destroy eligible material inside jackets only		Item 2 a,b,c	January thru December			
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	Closed in 2001					¥	

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Closed in 2001 Destruction Approved by Maryland Sta	nte Archives			Destruction (Certification	
1/10/2012 Level State Archiv	genfin vist	Signature o	of Court Official	Title	 ;	Date
DGS 550-9 (Rev. 03/2010)	Instructions for	Preparation and Submis	sion on next page			

District 08-04	December 14, 2011	Department of General Services	Certificate 11 of 19
Court	Date	Records Management Division 7275 Waterloo Road (Rte. 175)	51469-2203
Baltimore County -	Towson	P.O. Box 275	Forward three (3) copies to address at left.
County		Jessup, Maryland 20794-0275	to address at left.

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		ation				
Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
Criminal CV Citations	2219	Sec. IV	2000	2		Recycle
Strip & destroy eligible material inside jackets only		Item 2 a,b,c	January thru December			,
		į				
		l l		:		
				t t		
Closed in 2000	:					
	Criminal CV Citations	Criminal CV Citations Strip & destroy eligible material inside jackets only	Criminal CV Citations Strip & destroy eligible material inside jackets only Schedule No. Item No. 2219 Sec. IV Item 2 a,b,c	Criminal CV Citations Strip & destroy eligible material inside jackets only 2219 Sec. IV January thru December	Description of Records (Same Title as listed on Schedule) Schedule No. Item No. Records Destroyed Cubic Feet Criminal CV Citations Strip & destroy eligible material inside jackets only Strip & destroy eligible material inside jackets only Schedule No. Item No. Records Destroyed Cubic Feet Item No. Records Destr	Criminal CV Citations Strip & destroy eligible material inside jackets only Schedule No. Item No. Records Destroyed Cubic Feet Disposal Records Destroyed Cubic Feet Disposal Strip & Ciminal CV Citations Strip & Citations Strip & Disposal Strip & Citations Strip

Closed in 2000							
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1/10/2012 State Archi	aren for vist	Signature o	f Court Offi	icial	Title		Date
DGS 550-9 (Rev. 03/2010)	Instructions for	Preparation and Submiss	sion on next pa	age			

District 08-04	December 14, 2011	Department of General Services	Centificate 12 of 19
Court	Date	Records Management Division 7275 Waterloo Road (Rte. 175)	51469-2203
Baltimore County -	Towson	P.O. Box 275	Forward three (3) copies to address at left.
County		Jessup, Maryland 20794-0275	to address at left.

		Authoriz	ation				
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	Criminal CV Citations	2219	Sec. IV	2001	3		Recycle
	Strip & destroy eligible material inside jackets only		Item 2 a,b,c	January thru December		·	,
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					<u>{</u>		
	Closed in 2001						

	Closed in 2001	· · · · · · · · · · · · · · · · · · ·	ļ					<u></u>
Destr	Destruction Approved by Maryland State Archives Destruction Certification							
1/10/	2012 Sevenda Jan	andre .						
Da	te State Archivist		Signature of	of Court C	Official	Title		Date
DGS 550	0-9 (Rev. 03/2010)	Instructions for Preparat	ion and Submis	sion on nex	t page			

District 08-04	December 14, 2011	Department of General Services	Certificate 13 of 19
Court Date		Records Management Division 7275 Waterloo Road (Rte. 175)	51469-2203
Baltimore County -	Towson	P.O. Box 275	Forward three (3) copies
County		Jessup, Maryland 20794-0275	to address at left.

		Authoriz	ation			•	
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	Criminal Cases	2219	Sec IV	2003	215		Recycle
	Strip & destroy eligible material inside Jackets only		Items 2. a,b,c				,
		1					
	Closed in 2003						

·				
Closed in 2003				
Destruction Approved by Maryland State A	rchives		Destruction Certif	fication
1/10/2012 Les State Archivist	Signature	of Court Official	Title	Date
DGS 550-9 (Rev. 03/2010)	Instructions for Preparation and Submis	ssion on next page		

District 08-04	December 14, 2011	Department of General Services	Certificate 14 of 19
Court	Date	Records Management Division 7275 Waterloo Road (Rte. 175)	51469-2203
Baltimore County -	Towson	P.O. Box 275	Forward three (3) copies
County		Jessup, Maryland 20794-0275	to address at left.

		Authoriz	ation				
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	Traffic Alpha Files	2219	Sec VI Items 2	2004 January thru December	148		Shred Recycle
	Closed in <u>2004</u>						

Closed in 2004 Destruction Approved by Maryland State	Archives			Des	truction Cer	tification	
1/10/2012 Herrel Jane Date State Archivist							
Date State Archivist		Signature o	f Court O	fficial	Title		Date
DGS 550-9 (Rev. 03/2010)	Instructions for Preparation	on and Submiss	sion on next	page			

District 08-04	December 14, 2011	Department of General Services	Certificate 15 of 19
Court	Date	Records Management Division 7275 Waterloo Road (Rte. 175)	51469-2203
Baltimore County -	Towson	P.O. Box 275	Forward three (3) copies
County		Jessup, Maryland 20794-0275	to address at left.

	·	Authoriz	ation				
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	Traffic Alpha Files	2219	Sec VI	2005	148		Shred Recycle
			Items 2	January thru December			
	Closed in 2005						

Closed in 2005			
Destruction Approved by Maryland State Archives		Destruction Certifica	tion
1/10/2012 Ifered Joseph			
Date State Archivist	Signature of Court Official	Title	Date
DGS 550-9 (Rev. 03/2010) Instructions for	or Preparation and Submission on next page		

District 08-04	December 14, 2011	Department of General Services	Certificate 16 of 19
Court	Date	Records Management Division 7275 Waterloo Road (Rte. 175)	51469-2203
Baltimore County -	Towson	P.O. Box 275	Forward three (3) copies
County		Jessup, Maryland 20794-0275	to address at left.

		Authoriz	ation				
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	Traffic Batch Files Misc. correspondence, including postponements, requests, entrance of appearances, etc.	2219	Sec IV Items 2, a,b,c	January thru December	26.		Shred Recycle
	Closed in 2006						

Closed in	2006						
Destruction Ap	proved by Maryland State A				Destruction (Certification	
1/10/2012 Date	I formal of green State Archivist	my w	Signature of	of Court Official	Title		Date
DGS 550-9 (Rev. 03/	2010)	Instructions for	r Preparation and Submis	sion on next page			

District 08-04	December 14, 2011	Department of General Services	Certificate 17 of 19
Court	Date	Records Management Division 7275 Waterloo Road (Rte. 175)	51469-2203
Baltimore County -	Towson	P.O. Box 275	Forward three (3) copies
County		Jessup, Maryland 20794-0275	to address at left.

	·	Authoriz	ation				
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	Traffic Batch Files	2219	Sec IV	2007	28	-	Shred Recycle
			Items 2, a,b,c	January thru December			Recycle
	Misc. correspondence, including postponements, requests, entrance of appearances, etc.						
	Closed in 2007						

	Closed in 2007								
Destruction Approved by Maryland State Archives						Destru	uction Cer	tification	
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Dat	te State Archivist		Signature o	f Court C	Official		Title		Date
DGS 550-9 (Rev. 03/2010) Instructions for Pro			on and Submiss	sion on nex	t page				

District 08-04	December 14, 2011	Department of General Services	Certificate 18 of 19
Court	Date	Records Management Division 7275 Waterloo Road (Rte. 175)	<u> 51469-2203</u>
Baltimore County - Towson		P.O. Box 275	Forward three (3) copies
County		Jessup, Maryland 20794-0275	to address at left.

		Authoriz	ation			,	
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	Traffic Payment Envelopes "Brown Bags"	2219	Sec V Items 1c.	2005 January thru December			Shred Recycle
	Towson Court Essex Court Catonsville Court			Total	25 15 13 53		
	Closed in 2005						

Closed in 2003					
Destruction Approved by Maryland State Archives	Destruction Certification				
1/10/2012 Houldgenfun Date State Archivist	Signature of Court Official	Title	Date		

District 08-04	December 14, 2011	Department of General Services	certificate 19 of 19
Court	Date	Records Management Division 7275 Waterloo Road (Rte. 175)	51469-2203
Baltimore County - Towson		P.O. Box 275	Forward three (3) copies
County		Jessup, Maryland 20794-0275	to address at left.

		Authoriz	ation	•			
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	Traffic Payment Envelopes "Brown Bags"	2219	Sec V Items 1c.	2006 January thru December			Shred Recycle
	Towson Court Essex Court Catonsville Court Closed in 2006			Total	26 15 12 33		

Destruction Approved by Maryland State Archives			Destruction Certification		
1/16/2012 Date	Hour Jarenfor State Archivist				
Date	State Archivist	Signature of Court Official	Title	Date	